

# TRANSMIT LOCAL FILED RETURNS TO TAX

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## Effective Date

01/01/2017

## Overview

This process concerns the transmitting of returns to TAX for processing once the returns have been screened in the local office. After the screening process, returns are bundled and a Form LAP-Sort document that identifies the nature of the work is completed for each bundle.

Once the return documents have been properly grouped and bundled, the Commissioner of Revenue Office Locality Representative prepares a Locality Shipment Form to identify the number of cartons or envelopes making up the shipment. The Locality Shipment Form is placed in the first carton or envelope.

Please refer to Local Shipment Form: [Local Shipment Form](#)

## Tasks

[Prepare Returns for Transmittal to TAX](#)

[Transmit Returns to TAX](#)

## Published Date

12/01/2016